

***ONLINE Program Registration begins
Monday, March 22, 2010 at 9:00 a.m.***



Program Registration Procedures

***4 easy options for your convenience!
Be set to go by following the guidelines below...***



1. ONLINE: www.westportrecreation.com

*Know immediately if you've gotten into the program of your choice. ONLINE registration begins on March 22, 2010 at 9:00 am and requires a credit card payment. We accept MasterCard, VISA and American Express. Be sure your ONLINE account is set up *prior* to March 22nd. If your family has purchased parking emblems, handpasses or programs during the past year, your account has been created and a Login ID and Account Password generated.

*If you do not have this information, please email us at recreation@westportct.gov and we will send you your Login ID and Account Password electronically.

*Go to www.westportrecreation.com and click on the link to register for programs. Go to "My Account" in the upper right hand corner of the page and enter your Login ID and Account Password. Click on "Show your Daily Schedule" to see family members listed in your household.

*If you need to add/edit family members or information to your account, you must contact the Parks and Recreation Department by email at recreation@westportct.gov. You can not make changes to your account. Please allow 3 business days to process your request.

*If all information is correct, click on "register for activities" and begin.

*All requests for new accounts must go to www.westportrecreation.com, click on the link to register for programs and then request an account. Please allow 3 business days to process your request.

If you choose not to register ONLINE, all registration forms can be mailed, faxed or dropped off at the Parks and Recreation Department beginning March 29, 2010.



2. FAX:

203-341-5073

Faxes require credit card payment. Be sure to include all credit card information and an email address. Faxes for program registration will not be accepted until March 29, 2010 and will be processed as received but are not guaranteed placement in the program requested.



3. MAIL-IN:

Complete registration form and mail to Westport Parks and Recreation, 260 Compo Road South, Westport, CT 06880. Be sure to include payment by check or credit card and your email address. Mail-in registration will not be accepted until March 29, 2010 and will be processed as received but are not guaranteed placement in the program requested.



4. DROP OFF:

You may drop off your completed registration form to our offices located at 260 Compo Road South, Westport, CT.. Dropped off program registration will not be accepted until March 29, 2010 and will be processed as received but are not guaranteed placement in the program requested.

IMPORTANT REGISTRATION POLICIES

- All programs are available to Westport residents. A current Parks and Recreation handpass is required for participation in all programs for Westport residents, age 6 and up. No group placement requests are accepted.
- Programs fill quickly and the fastest way to register is ONLINE. .
- If you choose not to register ONLINE, you may mail, fax or come in person to do so beginning March 29, 2010.
- We accept cash, check, American Express, MasterCard or VISA for any transaction.

Waitlist Policy

If your program of choice is filled, you can be waitlisted and if a space becomes available, you will be contacted. Waitlists are also available online.

Program Transfers

Transfer requests from program to program will only be made if space is available and will include a \$25 administrative fee per transfer. If space is unavailable, refer to the refund policy for further information.

Scholarships

Scholarships are available for those children who meet pre-approved criteria. Contact the Parks and Recreation Department or Human Services for further information.

Refunds

- All requests for refunds must be submitted in writing. You may email refund requests to: recreation@westportct.gov.
- Refunds will be granted up to 30 days prior to the program beginning less a \$25 administrative fee. Refunds requested within 30 days of the program beginning may only be available if the participant's place in the activity can be filled from the wait list. This will also include a \$25 administrative fee.
- Refunds for documented medical reasons and program cancellations will be issued as requested.
- No refunds will be granted after the start of the program.

Non-Resident Policy

Non-residents may only register for programs 10 days prior to the program start date, if space is available. There are additional fees of \$20 per child and \$35 per adult, per program. However, non-residents may register for sports camps only at any time with additional fees mentioned above.

Program Cancellations

All programs are subject to cancellation due to inclement weather. Please call the cancellation hotline at 341-5074 for up to date information. There are NO MAKE-UPS, REFUNDS OR CREDITS for programs cancelled due to inclement weather.